



San Ramon Valley Fire Protection District

**Announces an exciting employment
opportunity for**

Finance Supervisor

**APPLICATION DEADLINE:
February 27, 2009**



Solving the Human Resources Puzzle Since 1984.

Koff & Associates, Inc.



The Community

The County of Contra Costa, California was incorporated in 1850 as one of the original 27 counties of the State of California. Contra Costa County's 750 square miles are ideally located in the San Francisco Bay Area. The County is comprised of varied suburban, industrial, agricultural, and port areas. The central County area enjoys beautiful geography, attractive shopping areas, and top ranking schools and higher education institutions. The County achieves high rankings among all California counties on a variety of income measurements.

Over one million people reside in the County, and enjoy outdoor recreational facilities ranging from boating, water skiing, and fishing in the Bay and Delta, to hiking, horseback riding, and camping in Mount Diablo State Park. Cultural resources include numerous local theatres, art and music centers, as well as the vast cultural and recreational opportunities of San Francisco, Oakland, and the East Bay.

The District

The District employs 195 personnel, in addition to approximately 50 volunteers. The District maintains ten Fire Stations and one Administrative Office Building, all strategically located within the District.

The Fire Chief oversees the general operations of the District in accordance with the policy direction prescribed by the Board of Directors. The Fire Chief serves as the Treasurer for the District. At present, the Fire Chief is supported by his executive staff, consisting of three Assistant Chiefs and the Administrative Services Director.

The District's service area encompasses approximately 155 square miles, covering the communities of Alamo, Blackhawk, the Town of Danville, Diablo, the City of San Ramon, the southern boundary of Morgan Territory and the Tassajara Valley all located in Contra Costa County.

The total population serviced by the District exceeds 160,000. On business days, the figure grows by another 30,000 to include the personnel employed in the Bishop Ranch Business Park, a 585-acre development located in San Ramon. The Bishop Ranch Business Park has evolved into a nationally recognized premier business center, comprised of over 550 companies, from established Global 500 companies to innovative start-ups. Two of the larger employers in Bishop Ranch are ChevronTexaco and SBC.





The Position

San Ramon Valley Fire Protection District is seeking a meticulous, results-oriented leader to supervise the accounting and finance functions in the Administrative Services Department, and to be responsible for performing highly responsible payroll for the District. The Finance Supervisor will report to the Administrative Services Director and is located in the Administration Building in San Ramon.

The Finance Supervisor will exercise independent judgment on diverse and specialized accounting and finance projects and has significant accountability and ongoing decision-making responsibilities associated with the work in the Finance Department. The incumbent will perform a variety of specialized technical activities involved in the processing of the District's payroll, organize and oversee day-to-day financial processing, reporting, and record-keeping activities, and is responsible for providing professional-level support to the Administrative Services Director and the Fire Chief.

Responsibilities include processing of the District's payroll, oversight of the general ledger and fixed assets, reconciliation and financial report preparation activities, and the development of the District's annual budget and CAFR documents.

Education & Experience Requirements

The ideal candidate will possess a Bachelor's degree with major coursework in accounting, finance, business administration, or a closely related field, and three (3) years of progressively responsible accounting experience, including significant payroll experience, and at least one (1) year of supervisory experience, preferably in a governmental or public agency setting. Must possess a valid CA Driver's license. Certification as a Certified Public Accountant in the State of California is desirable.

The Ideal Candidate Will

- Utilize outstanding communication and leadership skills to assist in developing and administering department and division goals, objectives, policies, and procedures.
- Effectively plan, organize, administer, review, and evaluate the work of professional, technical, and office support staff, and provide training and policy guidance and interpretation to staff.
- Ensure that staff provide a high degree of service to both internal and external customers that supports achieving the Department's and the District's mission, objectives, and values.
- Perform a variety of highly responsible payroll duties.
- Contribute to the overall quality of the Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs.
- Oversee the preparation of periodic and annual financial reports in accordance with generally accepted accounting principles and standards.
- Perform responsible accounting, financial, and/or budgetary document processing, document review, and program support work.
- Prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records as well as the District's annual budget document and the District's Comprehensive Annual Finance Report (CAFR).
- Prepare or direct the preparation of the program budgets and monitors work to ensure that funds and staff time are used effectively and efficiently.

This is an excellent opportunity for an individual who is a strong organizational leader and strategic thinker, thrives on personal accountability, seeks professional development and job satisfaction, and enjoys challenging yet rewarding job assignments to further their career.



Compensation

The salary range for the Finance Supervisor is \$7,537 to \$9,254 per month, depending on qualifications.

Benefits

Contra Costa County Employees Retirement System (CCERA).

Medical, Dental, Vision, and Life Insurances.

Management Incentive Pay.

Vacation: Starts at 15 days per year for first 5 years and increases with years of service.

Holiday: 13 paid holidays.

Sick Leave: Accrue 1 day per month, with unlimited accrual.

Working Conditions: Five days, 40 hours per week; may be required to work extended or irregular hours; and for critical issues, must be available for contact after normal business hours.

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Important Application Information

To apply, candidates must submit a fully completed and signed San Ramon Valley Fire Protection District Employment Application, supplemental questionnaire, and a resume to Koff & Associates, Attn.: Sarah Haskell, 6400 Hollis Street, Suite 5, Emeryville, CA 94608 by February 27, 2009. Failure to submit the Employment Application and resume will disqualify the candidate from further consideration. An application can be obtained by contacting Koff & Associates, Inc. via the website at www.koffassociates.com or by sending an email to shaskell@koffassociates.com.

Selection Procedures:

After the application deadline of February 27, 2009, application packets will be reviewed and all applicants will be screened based on the minimum requirements for the position. Candidates who screen with the highest rankings will be included in the next step of the process. An employment list will be established and the San Ramon Valley Fire Protection District will make the final decision regarding a candidate's eligibility. Applicants meeting the minimum requirements are not guaranteed advancement in the process. All applicants will be notified by mail regarding further participation in the selection process. Final candidate will be selected from the employment list and must successfully complete a background check, and pre-employment background investigation.

San Ramon Valley Fire Protection District is an Affirmative Action / Equal Employment Opportunity employer.



Koff & Associates, Inc.

6400 Hollis Street, Suite 5, Emeryville, CA 94608

Office – (510) 658-KOFF (5633) Fax – (510) 652-KOFF (5633)



San Ramon Valley Fire Protection District

1500 Bollinger Canyon Road
San Ramon, CA 94583

Application For Employment

GENERAL DATA

Position Applying For _____	Date of Application _____
TITLE OF POSITION	
Name _____	Social Security No. _____
LAST FIRST MIDDLE	
Address _____	
NUMBER STREET CITY STATE ZIP CODE	
Home Phone _____	Bus. Phone _____
AREA CODE NUMBER	AREA CODE NUMBER
CA Driver's Lic.# _____ Class _____	
E-mail Address _____	

PERSONAL DATA (Please Answer Each Question Below)

Can you, after employment, submit verification of your legal right to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐ If "YES," please explain. (NOTE: conviction is not an automatic bar to employment. Each case will be considered on its own merit.)

Have you ever been convicted of reckless driving or driving under the influence of alcohol or illegal drugs, OR has your Driver's License ever been suspended or revoked as a result of conviction(s) of driving violation(s)? YES ☐ NO ☐

If "YES," list offense(s) and date(s) of conviction(s). A "YES" answer is not necessarily disqualifying.

Have you ever been discharged, forced to resign, or rejected during a probationary period from any employment within the last ten years? YES ☐ NO ☐

If yes, give name and address of the employers, reason for each release and dates of employment.

(NOTE: A "YES" answer is not necessarily an automatic bar to employment. Each case will be considered on its own merit.)

SKILLS

Word Processing? YES ☐ NO ☐ Computer Skills? IBM/PC ☐ MAC ☐ UNIX ☐

Spreadsheets? YES ☐ NO ☐

Software Programs _____

Machines Operated _____ Other training/skills: _____

PROFESSIONAL APPLICANTS

Professional License _____	Type _____	Exp. Date _____
Other _____	Type _____	Exp. Date _____

EDUCATION AND TRAINING

TYPE	NAME OF SCHOOL AND ADDRESS	NO. OF YRS.	DID YOU GRADUATE?	MAJOR SUBJECT	DEGREE/DIPLOMA/ CERTIFICATION
HIGH SCHOOL			YES _____ NO _____		
UNIVERSITY OR COLLEGE(S)			YES _____ NO _____		
UNIVERSITY OR COLLEGE(S)			YES _____ NO _____		
BUSINESS OR TRADE SCHOOL			YES _____ NO _____		

EMPLOYMENT HISTORY

Please identify your work experience, paid or unpaid, beginning with your most recent position. Please fully account for all time, including periods of unemployment, military time, school, etc. A resume may be attached, but does not substitute for completing this section. Use additional sheets if necessary.

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
Mo. SALARY:		
REASON FOR LEAVING:		PHONE: ()

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES ☐ NO ☐

FROM: / /	TITLE:	PREVIOUS EMPLOYER:
TO: / /	DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
Mo. SALARY:		
REASON FOR LEAVING:		PHONE: ()

MAY WE CONTACT? YES ☐ NO ☐

FROM: / /	TITLE:	PREVIOUS EMPLOYER:
TO: / /	DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
Mo. SALARY:		
REASON FOR LEAVING:		PHONE: ()

MAY WE CONTACT? YES ☐ NO ☐

FROM: / /	TITLE:	PREVIOUS EMPLOYER:
TO: / /	DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
Mo. SALARY:		
REASON FOR LEAVING:		PHONE: ()

MAY WE CONTACT? YES ☐ NO ☐

FROM: / /	TITLE:	PREVIOUS EMPLOYER:
TO: / /	DUTIES:	
HOURS / WEEK:		
SUPERVISOR:		
Mo. SALARY:		
REASON FOR LEAVING:		PHONE: ()

MAY WE CONTACT? YES ☐ NO ☐

CERTIFICATION

1. I certify that all statements contained in this application are true and complete. I understand that any false statements or omissions may result in disqualification from employment or termination. I hereby authorize the release of any information necessary to verify the statements made in this application to San Ramon Valley Fire Protection District or duly authorized agents.
2. I understand that my employment is contingent upon my providing verification of my identity and legal right to work in the United States.
3. I understand that employment is "at-will".

I UNDERSTAND AND AGREE TO THE ABOVE

Signature of Applicant _____ Date _____

Please complete the form below which shall be removed before the application is processed.

In accordance with State Law, the information requested below shall be used for statistical purposes only. It will enable the company to evaluate more effectively its recruitment and selection procedures. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

NAME _____

POSITION APPLYING FOR _____

AGENCY _____

MALE ☐ FEMALE ☐

ETHNIC ORIGIN (Please check only one)

- White: ☐ (not of Hispanic origin) all persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- African-American: ☐ (not of Hispanic origin) all persons having origins in any of the Black racial groups of Africa.
- Asian/Pacific Islander: ☐ all persons having origins in any of the original people of Japan, Korea, the Far East, China, Southeast Asia, or the Indian subcontinent.
- Hispanic: ☐ all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Filipino: ☐ all persons of Filipino origin.
- American Indian: ☐ all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Other: ☐ Please Specify: _____

An Equal Opportunity Employer

JOB SOURCE INFORMATION

Please indicate where you learned of this job vacancy:

- ☐ Newspaper (please specify) _____
- ☐ Job flyer
- ☐ Website (please specify) _____
- ☐ Professional Journal or Newsletter (please specify) _____
- ☐ *Jobs Available*
- ☐ Friend or Relative
- ☐ Other (please specify) _____